

State Travel Regulations

Maximum Grant Reimbursement Amounts

The maximum reimbursement amounts under DCR grants for travel related expenditures are based on the Commonwealth of Virginia's Policy & Procedures for State Travel Regulations. The most current version of this travel policy document, Topic No. 20335, is available on the web at, <http://www.doa.state.va.us/procedures/AdminServices/capp/summary.htm>.

The maximum grant reimbursement amounts noted below for travel related expenditures are based on the State Travel Regulations dated January 17, 2006. Organizations with their own established travel related expenditure rates should use their own rates in the submission of grant reimbursement requests, to the extent that they do not exceed the state rates. All travel related expenses must be reasonable, necessary, and directly related to the grant project.

Maximum Reimbursement Rates

1) **Mileage Rate** = \$0.325 / mile

2) **Meal & Incidental Expense Per Diem / Business Meal**

Individual meal maximum rates for approved business meal expense reimbursements are based on the Meal & Incidental Expense Per Diem rates. These rates are provided in the chart below.

TOTAL	\$39	\$44	\$49	\$54	\$64
Breakfast	\$7	\$8	\$9	\$10	\$12
Lunch	11	12	13	15	18
Dinner	18	21	24	26	31
Incidentals	3	3	3	3	3
75% Travel Day	\$30	\$34	\$38	\$42	\$49

The \$39 total column is the standard rate. Areas of the state that use rates other than the standard are based on the others columns and these exceptions are provided in the list below.

- **\$44** = Cities of Charlottesville, Lynchburg, Roanoke, Warrenton, and Woodbridge; and the counties of Campbell, Fauquier, and Prince William County.
- **\$49** = Cities of Chesapeake, Fredericksburg, Norfolk, Portsmouth, Suffolk, and Virginia Beach; and the counties of Spotsylvania, Stafford; Wallop Island in Accomack County
- **\$54** = City of Hampton, Newport News, Poquoson, Richmond, and Williamsburg; and the counties of Chesterfield, James City, Goodland, Henrico, and York.
- **\$64** = Cities of Alexandria, Fairfax, Falls Church; and the counties of Arlington, Fairfax, and Loudoun.

Business Meals are associated with groups, not individuals. Therefore, DCR requests that business meal budget allocations be listed under the "Other Direct" budget category. The use of DCR grant funds for business meal reimbursements require the following:

- Advance approval from DCR.
- Evidence the meal involves substantive and bona fide discussions (i.e. copy of agenda).
- The original itemized receipt must be provided.
- Listing by name of all persons involved in the meal and the reason for the meal.
- Reimbursement will be for actual expenses up to the Meal & Incidental Expense amount.